

ROYAL THAI CONSULATE-GENERAL, CHENNAI

Applicant's Name : _____

Applicant's Passport No : _____

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY O (NGO OR PUBLIC CHARITY ORGANISATION)	Yes	No
1	Travel Documents		
1.1	Passport or travel document with validity not less than 6 months with TWO BLANK PAGES . Two signed copies of front and last page of passport.		
1.2	One visa application form completely filled in and signed by applicant.		
1.3	Two color photographs of the applicant with the specification 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.		
1.4	Non-refundable visa fees of INR 5,000/- for single entry.		
1.5	A photocopy of confirmed one-way ticket from the airline.		
2	Evidence from the Organisation		
2.1	From India: Original letter from related organisation located in India to confirm purpose. (if any)		
2.2	From Thailand: Original invitation letter from related organisation to the applicant confirming its acceptance of applicant's volunteering (must be typed in the organisation's letter head and signed by authorised person with a copy of his/her ID card or passport).		
2.3	Copy of Certificate / License to establish the organisation issued by the Thai concerned authority.		
3	Accommodation		
3.1	Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name and/or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.		
3.2	If staying at the organisation's accommodation, must provide the organisation's letter mentioning the address and contact information of the mentioned accommodation.		
4	Finances		
4.1	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of USD 700 per person or USD 1400 per family.		
4.2	In case the current bank balance is less than 700 USD, a cover letter, typed and signed by a family member who sponsors the trip, and whose name is on the above bank statement along with signed photocopy of passport of the sponsor (in case of submitting the financial proof of the applicant's sponsorship by a family member) and proof of the relationship (government issued) with MEA attestation.		

* All documents must be in English, unless specified, and arranged in the order given above.

* If required, additional documents and/or an interview may be requested. Visa application fees are non-refundable.

* Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.

Declaration :

- ☐ I confirm that I have read the guidance and I am aware that the normal visa process takes 3 working days for submission at centers in Chennai and 4 working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another 2 working days.
- ☐ I am aware that the submission of visa application is advised to be made at least seven working days prior to the date of departure.

Applicant's Signature : _____

Submitted by Name : _____

Signature : _____

Relation with applicant : _____

For Official Use Only

Submission Officer's Name : _____

Audit Officer's Name : _____